

SANDY CITY
APPROVED CLASS SPECIFICATION

I. <u>Class Title:</u>	Recreation Intern (Seasonal)	<u>Revision Date:</u>	02/06
		<u>EEO Function:</u>	Parks & Rec
		<u>EEO Category:</u>	Paraprofessional
		<u>Status:</u>	Non-Exempt
		<u>Control No:</u>	50501

II. Summary Statement of Overall Purpose/Goal of Position:

Under supervision of the Recreation Division Manager, performs and assists in special assignments and projects including skate park programs, start smart program; develops and implements temporary/seasonal employee reviews, assists recreation coordinators as needed, and performs various other assignments and projects as assigned by Division Manager.

III. Essential Duties:

- Assist the Recreation Division Manager in special assignments and projects.
- Develop, plan, organize and run clinics and programs for the Lone Peak Skate Park.
- Develop, plan, organize a start smart program for children ages 3-6 years of age.
- Plan and organize the District Hershey Track Meet.
- Contact other agencies and obtain information on procedures for payment of officials / umpires.

IV. Marginal Duties:

- Assist Recreation Coordinators as assigned or as needed.
- Performs other duties and projects as needed.

V. Qualifications:

Education: A current Undergraduate or Graduate student in recreation management or related field. Prefer individual at senior or graduate level of studies.

License: Must possess a valid Utah Driver's License.

Probationary Period: A three-month probationary period is a prerequisite to this position.

Knowledge of: Basic knowledge and experience in youth and adult sports. Some experience in child recreation programs preferred. Some knowledge of recreation programming preferred. Basic understanding of computer programs including word processing, spreadsheets, presentations and statistics. Experience with web programming preferred. Correct English usage, vocabulary, spelling and arithmetic.

Responsibility for: Working with recreation personnel on studies and projects to enhance division performance, along with other assignments and projects.

Communication Skills: Ability to clearly understand instructions, directives, and communicate effectively verbally and in writing; establish and maintain effective working relationships with recreation employees and participants. Frequent contact with the public. Good people skills are essential.

Tool, Machine, and Equipment Operation: Must possess a current Utah Drivers License. Requires regular use of computer, printer, telephone, copy machine, and fax machine. Occasional use of specialized equipment related to the assigned activity/program; with occasional use of a City vehicle.

Analytical Ability: Prioritize tasks; work well under pressure and impending deadlines; relate well with variety of persons under varying circumstances.

VI. Working Conditions:

Generally comfortable working conditions; occasional exposure to stressful situations as a result of human behavior and frequent deadlines. Physical labor required with frequent walking, bending, and lifting objects (up to 50 lbs.). Work will be both in the office and outside during summer heat. Substantial mental effort required. There is constant interaction with public, participants, and other city employees. Constant exposure to evening and weekend work. This is a temporary/seasonal position.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.